

DEPARTMENT OF NATURAL RESOURCES
POSITION DESCRIPTION

Classification: Forester – Advanced

Working Title: Forest Inventory Analyst

Location: Rhinelander or Madison

POSITION SUMMARY: The Forest Inventory Analyst leads program management and training for the statewide forest inventory and analysis program for the Division of Forestry. This position is the technical expert and thought leader for the Division in forest data collection and analysis, setting the pace for the Division through leadership, innovation, adaptation, best practices, and transfer of knowledge. The Rural and Urban Forest Inventory Analyst is a key internal and external consultant for staff, leadership, inter-divisional teams, partner groups, and forest products customers. This position maintains cutting-edge knowledge and expertise by staying abreast of current research and maintaining an effective professional network. The customer base for this position is Division staff, including three central office bureaus and three districts, as well as colleagues throughout the Department, and key partner groups and businesses, including corresponding programs in the US Forest Service, and other state agencies.

LOCATION, GEOGRAPHIC SCOPE, & TRAVEL REQUIREMENTS: This position is located in Madison or Rhinelander with responsibilities statewide. Occasional travel within the state is required.

SCOPE OF AUTHORITY: This position works under the general supervision of the Forest Products Services Team Leader, within the Bureau of Applied Forestry. The position is part of the Forest Products Services Team and works with Forest Products Specialists and partners throughout the Department. This position is responsible for administering contracts totaling over \$700,000 annually and directing the work of limited term employees.

GOALS AND ACTIVITIES:

A. 50% Forest Inventory Analysis and Reporting

- A1. Lead the analysis and reporting of statewide rural and urban forest inventory data. In collaboration with the State Forest Specialist, lead the analysis and reporting of State Forests Continuous Forest Inventory (WisCFI) data.
- A2. Coordinate and advise on emerging or new forest inventory efforts with internal partners throughout the Department. Provide expert consultation for the design and formulation of special studies.
- A3. Collaborate in conducting economic and ecological analyses of a wide range of forestry-related issues.
- A4. Assist specialists in determining the parameters of a forest resource inventory (e.g. management unit, ecological unit, political unit, scale, species, age, site productivity, etc.) and advise on monitoring methodologies.
- A5. Direct the quality assurance and quality control for preliminary rural and urban forest inventory data, from the Department or partners, and assist in its preparation for public release.
- A6. Advise on the appropriate use of inventory data, limitations with the data, and data collection methods.

- A7. Provide information, analyses and reports of Division data, rural and urban forest inventory data, and forest resource information upon request from Department employees, other governmental agencies, businesses, and the general public.
- A8. Provide information for Division leadership, including trends and issues analysis to support rural and urban forest management and fire management decision making, strategic planning, and policy development on state, county and private lands.
- A9. Perform literature reviews and consult with other experts on rural and urban forest resource inventory, sampling methods, mensuration, growth and yield evaluation. Continually evaluate new tools and techniques for inventory and assessment.

B. 20% Forest Inventory Data Collection

- B1. Administer contracts and special agreements for forest inventory data collection totalling over \$700,000 annually, including requests for proposals, bidding, and auditing performance for rural and urban forest inventory.
- B2. Provide technical guidance to data collectors and monitor quality assurance efforts.
- B3. Develop Memoranda of Understanding and contracts with USDA-Forest Service and other partners to complete rural and urban forest inventory in compliance with agency standards.
- B4. Hire, train and provide work direction to Limited-Term Employees. Participate in performance review of assigned staff.
- B5. Develop proposals for additional human and fiscal resources as needed.

C. 5% Training Development and Evaluation

- C1. Identify audiences needing training in data collection and analysis and determine what information and skills staff need to learn to perform their job responsibilities.
- C2. Provide support and training for staff and partners in data collection applications such as timber cruising. Provide instruction and follow-up support to students.
- C3. Collaborate with learning/training professionals to develop training sessions and design and implement methods to determine if students have successfully learned necessary information/skills.

D. 10% Management of Internal and External Partnerships

- D1. Represent the Division of Forestry on department-wide and division teams regarding rural and urban forest inventory work.
- D2. Serve as the department liaison to the USDA-Forest Service's Forest Inventory and Analysis (FIA) program. Represent the department on the Northern Region FIA Working Group.

E. 5% Program Evaluation

- E1. Collaboratively develop and recommend measures of success for the forest inventory program.
- E2. Collect and analyse data to measure success of the forest inventory program.
- E3. Report results of performance measurement to leadership, affected staff and partners.
- E4. Recommend adaptations to improve performance, as needed.

F. 10% Other Duties as Assigned

- F1. Assist with policy and grant initiatives to support data-driven decision making about sustainable rural and urban forest ecosystem management.

- F2. Develop or assist with issue briefs, budget initiatives and letters from the Secretary.
- F3. Provide expert testimony and respond to Legislative inquiries, as needed.
- F4. Perform other position-related duties, as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Upon Appointment:

- 1. Knowledge of a variety of data collection and inventory tools, methods, protocols, and technologies including relevant hardware and software used in the collection and assessment of data.
- 2. Knowledge and skill in statistical analysis of natural resources data.
- 3. Oral and written communication skills.
- 4. Collaboration skills.

Full Performance:

- 5. Knowledge of quality assurance or quality control measures.
- 6. Knowledge of the principles and practices of sustainable forest management and forest protection as evidenced by a bachelor's degree in forestry from a four-year program accredited by the Society of American Foresters or equivalent.
- 7. Knowledge of forest resource characteristics and the ecological, social and economic services rural and urban forests provide.
- 8. Knowledge of geographical information systems (GIS) and the related tools and supporting software.
- 9. Knowledge of business pattern data and census data.
- 10. Knowledge of the use of input/output models for estimating economic impacts of program and industry benefits to the state's economy.
- 11. Knowledge of forest industry and wood products produced in Wisconsin.
- 12. Knowledge of Wisconsin's forest-based economy and its relationship to the economy as a whole.
- 13. In-depth knowledge of rural and urban inventory tools, methods, protocols, and technologies.
- 14. Knowledge and understanding of ecological, social, and economic services provided by urban forest canopy.
- 15. Knowledge of policies and programs applicable to Division programs, including statutes, rules, handbooks, policies and budget administration process.
- 16. Knowledge of all Department programs.
- 17. Knowledge of business pattern data and census data.
- 18. Knowledge of input output analysis.

PHYSICAL REQUIREMENTS AND ENVIRONMENT FACTORS: Physical requirements include talking in front of groups, sitting for long periods of time, lifting and carrying 5 to 30 lb. Environmental factors include working indoors in an office setting and independently traveling to offices around the state.

EQUIPMENT USED: Computers, projectors, forest inventory tools, virtual meeting hardware, fax machine, calculator, copy machine, and telephone.

PD Addendum of WI DNR Competencies

Service Excellence for Customers & Partners

- Make excellent customer/partner service a top priority and actively seek to improve it.
- Work to identify and understand the needs of others and strive to create the most value for them, focusing on their satisfaction.
- Responsive to changes in customer/partner goals, deliver on promises, follow-up appropriately thus service delivery is marked by fairness, integrity, high ethical standards and the utmost respect for others in order to generate trust as an outcome.
- Actively seeks to achieve results that best strike the balance with the Division's service role and regulatory authority with the customer/partner goals.

Effective & Fair Decision Making

- Analyze situations fully and accurately to reach productive, and where appropriate, uniform decisions. Consult appropriate parties/stakeholders as necessary and identify the key concerns and/or issues that need to be addressed in order to make the best decision possible.
- Discern the pertinent facts and develop clearly based objective criteria.
- Make timely, well-reasoned decisions by integrating information and perspectives appropriately.
- Evaluate the immediate and longer-term consequences of decisions.
- Use sound professional judgment in their analyses and decisions.

Effective Communication

- Express ideas in a clear, concise, and effective manner, both orally and in writing.
- Ability to present, facilitate and instruct as part of outreach and partner activities.
- Use correct grammar and sentence structure in communications.
- Strong listening skills, particularly when different viewpoints are expressed.
- Openly share information, transparent and keep all concerned parties informed.

Interpersonal Relationships & Partnership Building

- Build and effectively utilize relationships and influence networks to achieve goals.
- Share knowledge and build trust with colleagues, managers and external partners.
- Tactful when dealing with sensitive issues and personalities.
- Exercise social intelligence: have a high level of self-awareness, are aware of impact on others.
- Work through complex situations effectively, diplomatically and with sensitivity without losing credibility or trust.
- Recognize sensitive information and exercise discretion.
- Approach professional conflicts in a constructive manner. Refrain from personal attacks and excessive emotions.
- Demonstrate sound judgment under pressure and retain focus on desired business outcomes in difficult conditions.
- Proactive in addressing problems.
- Exemplify the commitment to the DNR's core value of respect- to work with people, to understand each other's views and to carry out the public will; maintain integrity and treat everyone with fairness, compassion, and dignity.

Demonstrates Leadership

- Provide direction, support and encouragement amongst their team colleagues and partners.
- Hold up high standards of excellence towards the accomplishment of desired outcomes and objectives.
- Inspire confidence and respect which is motivating for others, builds positivity, keep the team cohesive and partners confidently engaged.